

DOCUMENT RESUME

ED 221 167

IR 010 338

AUTHOR Walter, Elizabeth M.
TITLE The Southern Association of Colleges and School
Institutional Self-Study. Chapter VI: The Library.
INSTITUTION North Alabama Univ., Florence.
PUB DATE 30 Apr 82
NOTE 58p.
EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Administrative Organization; Budgets; *College
Libraries; Higher Education; Learning Resources
Centers; Library Acquisition; *Library Collections;
Library Cooperation; Library Expenditures; Library
Facilities; Library Personnel; *Library Services;
Library Surveys; Resource Allocation; *Self
Evaluation (Groups); Use Studies
IDENTIFIERS *University of North Alabama

ABSTRACT

This self-study provides an assessment of the mission, programs, and educational purposes of the University of North Alabama's Collier Library. An analysis of information related to the staffing, budget, resources, services, and institutional relationships of the library is provided, along with a detailed examination of Collier Library's ability to meet its objectives. The library staff is described, library expenditures for the fiscal years 1975-76 through 1979-80 are outlined, the expansion of the library's facilities is discussed, the extent and sufficiency of the library's resources are reviewed, the results of student and faculty evaluations of the library's resources are summarized, and the selection, acquisition, organization, and maintenance of the library's collections are evaluated. The role of Collier Library's Learning Resources Center is then outlined, and circulation, use, and acquisition data for the library are presented and discussed. Cooperation of Collier Library with other institutions is also described. A set of comparative data relating the performance of the Collier Library to that of other similar facilities and projections for the future of the library, along with a series of recommendations for the improvement of the library's facilities and services, conclude the report. Fifteen data tables and 15 figures accompany the text. (JL)

* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *

ED221167

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

☒ This document has been reproduced as
received from the person or organization
originating it.

☐ Minor changes have been made to improve
reproduction quality.

• Points of view or opinions stated in this docu-
ment do not necessarily represent official NIE
position or policy.

The Library

Chapter VI,
The Southern Association of Colleges and
School Institutional Self-Study

Prepared by

Dr. Elizabeth M. Walter
Associate Professor
The University of North Alabama

April 30, 1982

IR010538

"PERMISSION TO REPRODUCE THIS
MATERIAL HAS BEEN GRANTED BY
Elizabeth M. Walter

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)."

VI. LIBRARY

In undertaking a study of Collier Library and its ancillary responsibilities, the committee considered several objectives to be essential and timely: in particular, the mission, purposes, and educational programs of the library. The study committee identified, labeled, and in some instances, evaluated the adequacy of the staff, resources, services, and facilities of the library as they pertain to the support of the diverse educational programs of the university.

Since the library is important in the achievement of educational goals of both students and faculty, an exegesis of the information related to the staffing, budget, resources, services, and institutional relationships is provided along with a detailed examination of Collier Library's ability to meet those objectives. Concluding statements of comparative data, projections, and recommendations summarize the findings of the study. The purpose, goals, and objectives of Collier Library support the stated purpose of the university (see Appendix P).

Staff

Collier Library is staffed by seven professional librarians and seven support personnel whose responsibilities are the providing of either technical or public services. As indicated in the organizational chart of Collier Library, Figure 7, the University Librarian is responsible for the administration of all library services. While technical services are limited to the acquisition and cataloging of library

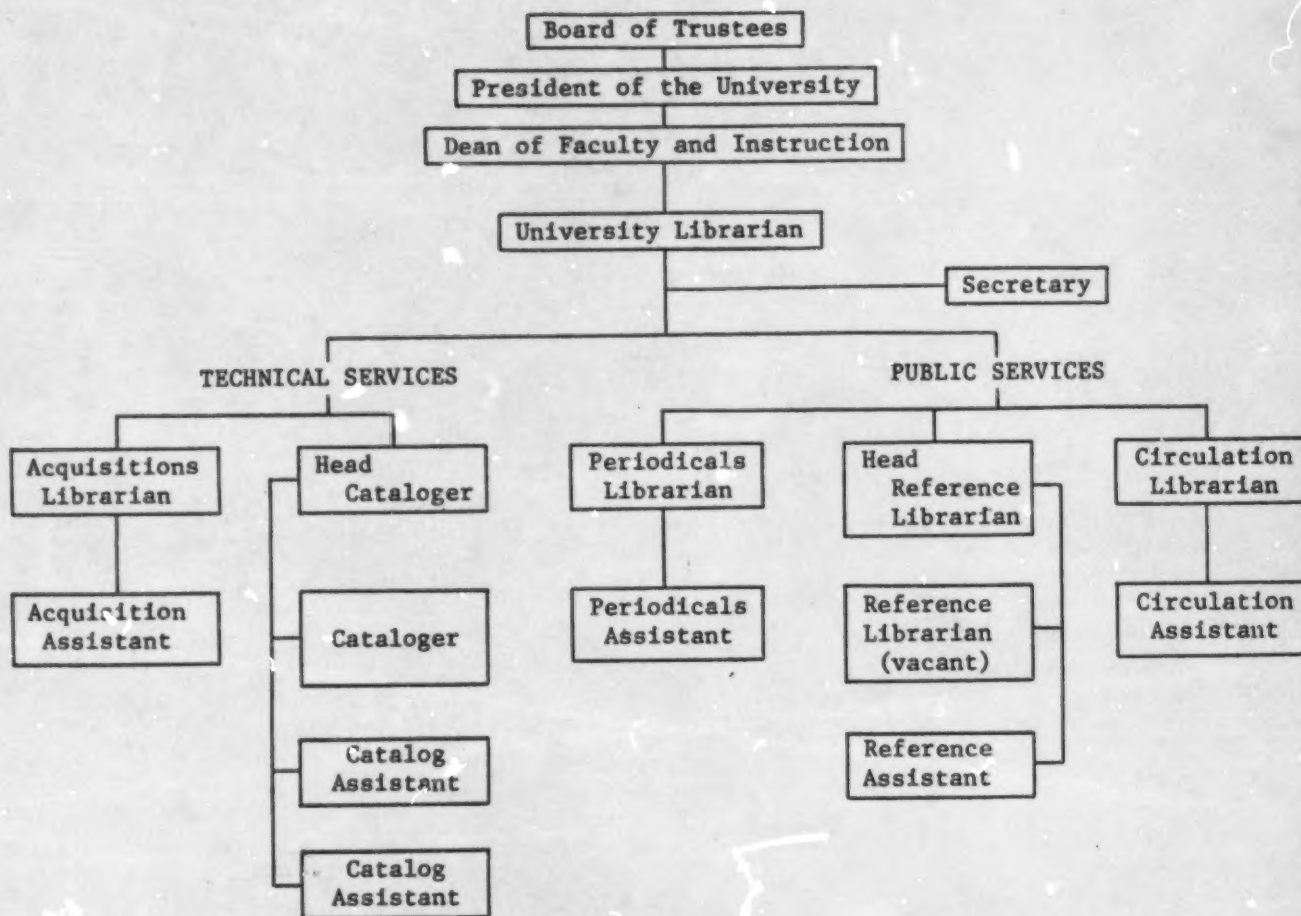


Figure 7. Organization of Collier Library, October 1980

materials, public services encompass a wider range. A more specific delineation of the duties of the public services personnel is provided in Table 36.

TABLE 36
PUBLIC SERVICES

Periodicals	Circulation	Reference
Collection development and analysis	General Circulation	Reference services Orientation/ Instruction
Acquisition of Periodicals	Reserves operations	
Maintenance of collections	Stacks maintenance; Alabama, Special, and Popular Collections	Documents Collec- tion
Bindery operations	Reference	Interlibrary loan
Reference	Orientation/Instruction	Bibliography
Microform services	Publicity	Collection devel- opment and analysis
Orientation/Instruction		

The process of selection of professional library personnel originates with the University Librarian, who notifies the Dean of Faculty and Instruction of a position to be filled and writes the job description for this position. The job opening is then advertised nationally in The Chronicle of Higher Education as well as through letters sent to selected universities offering graduate programs in library science.

Applicants for the position are screened by the University Librarian, the Dean of Faculty and Instruction, and the tenured staff members of the library. This committee selects those applicants to be invited for a personal interview at the university and makes the final selection.

The responsibility for the development of library personnel through in-service training rests with the University Librarian. The retention of such personnel during the first three years of employment is based upon an annual evaluation of performance and a recommendation of renewal of contract by the University Librarian, who consults with the tenured staff members of the library in this assessment. The professional staff members of the library have faculty status and are granted tenure upon the completion of three consecutive years of service, with a recommendation for and renewal of contract for the fourth year.

The institutional policies concerning appointment, retention, benefits, promotion, salary, and tenure for library personnel are identical to those which apply to all faculty members and are described in the Faculty Handbook. The professional librarians have faculty status but not professorial rank. In a comparison of library personnel to other faculty, the title of Assistant Librarian appears to correspond to Instructor, and the rank of Associate Librarian to Assistant Professor. A clarification of a system of ranking library faculty is needed since they are similar in status but without comparable rank. The professional degrees of the library staff and the responsibilities of each are given in Appendix Q. The supportive staff of Collier Library are also included in Appendix Q. Only one associate librarian currently on the library staff has been promoted from assistant librarian.

Budget

The university budgets a specific amount for library operations for each fiscal year. Table 37 shows the expenditures for libraries for fiscal years 1975-76 through 1979-80 in relation to total education and general expenses. In total amounts, annual expenditures for libraries

during this period ranged from \$316,653 to \$515,802, and, as a proportion of education and general expenses, from 4.49 to 5.97 percent.

TABLE 37

COMPARATIVE EXPENDITURES, EDUCATION AND GENERAL--LIBRARIES
FISCAL YEARS 1975-76 THROUGH 1979-80

Fiscal year	Education and general		Libraries*		Library expenditures as % of E&G
	Amount	% Change	Amount	% Change	
1975-76	\$7,058,703	. . .	\$316,653	. . .	4.49
1976-77	7,553,692	7.01	378,738	19.60	5.01
1977-78	8,182,701	8.32	416,674	10.00	5.09
1978-79	8,776,867	7.14	457,696	9.85	5.97
1979-80	9,461,502	7.92	515,802	12.70	5.72

SOURCE: Annual HEGIS reports, NCES Form 2300-4, "Financial Statistics of Institutions of Higher Education"

*Collier Library and Curriculum Laboratory; does not include library science, Kilby School, Media Center, or records library.

On the basis of the Commission on College's Education and General Expenditures of Member Institutions (December, 1978), the library expenditures of the University of North Alabama, as a percentage of educational and general expenditures, places the university at the median for all Level III institutions in the Southern Association of Colleges and Schools.

Table 38 lists the categorized expenditures from the library budget for the 1975-76 through 1980-81 fiscal years. Included as a line item in this table is the total annual amount spent on the Curriculum Laboratory, which is a financial responsibility of Collier Library. Specific expenditures on the Curriculum Laboratory appear in Table 39.

TABLE 38

LIBRARY EXPENDITURES FOR FISCAL YEARS 1975-76 THROUGH 1980-81

	1975-76	1976-77	1977-78	1978-79	1979-80	1980-81
Salaries, professional	\$104,744	\$113,629	\$121,909	\$147,837	\$144,701	\$165,562
Salaries, nonprofessional	33,002	45,158	50,843	59,020	60,122	63,735
Salaries, students-institutional	10,601	10,412	10,609	8,669	3,466	10,079
Salaries, work-study students	26,578	25,485	28,507	30,353	39,990	45,117
Payroll expense (fringe benefits)	3,681	6,503	9,282	9,623	48,360*	59,528
Travel	470	350	664	532	564	1,210
Postage and telephone	1,314	1,667	2,778	3,420	3,325	3,591
Supplies and equipment	8,491	9,301	13,908	11,816	10,754	18,049**
Books	60,426	79,562	88,039	84,347	90,539	98,827
Periodicals	26,122	34,480	35,313	40,332	42,633	47,301
Book binding	5,948	6,088	8,085	9,053	7,043	8,567
Microfilm	3,600	8,178	4,943	7,000	6,799	3,222
Curriculum Laboratory	31,676	37,925	41,794	45,694	57,506	58,134
Total	\$316,653	\$378,738	\$416,674	\$457,696	\$515,802	\$582,922

*The large increase from the previous year reflects first-time required inclusion of state contributions for retirement and for FICA, although still paid directly by state.

**Includes \$2,907 for SOLINET memberships.

TABLE 39

CURRICULUM LABORATORY EXPENDITURES FOR FISCAL YEARS 1975-76 THROUGH 1980-81

	1975-76	1976-77	1977-78	1978-79	1979-80	1980-81
Salaries, professional	\$28,800	\$33,255	\$35,616	\$39,188	\$42,128	\$41,524
Salaries, student	957	1,111	1,892	1,434	2,325	3,083
Payroll expense	556	794	968	1,047	9,470*	10,171
Travel	0	80	106	0	0	0
Postage and telephone	78	46	373	452	451	457
Supplies and equipment	3	1,101	1,010	1,434	493	158
Books	1,282	1,538	1,829	1,829	2,365	2,427
Periodicals	0	0	0	310	274	313
Total	\$31,676	\$37,925	\$41,794	\$45,694	\$57,506	\$58,133

*Reflects first-time required inclusion of state contributions for retirement and for FICA, although still paid directly by state.

The total annual library expenditures on books, listed in Table 38, includes the allocations to departments itemized in Table 40. A portion of the total book budget is designated by the University Librarian to the four schools of the university each year so that each department may recommend purchases of books for the library that will benefit its particular area of study. Determination of the amounts allocated depends on the size of the department, the number of students enrolled in the department, and the number of different courses offered by the department. A study of the department allocations process is currently underway which may result in the application of a formula to determine more objectively the amounts allocated to the individual departments.

Building Expansion

In keeping with general accounting principles, capital outlays have been excluded from the operating report. However, to provide a complete overview of the monetary elements of the library, a pending library building expansion project is included in this report.

In 1978 a projection of library needs was prepared by the office of the Senior Vice President. The Clapp-Jordan formula and the Association of College and Research Libraries formula were used to provide a quantity and quality evaluation. Categories addressed in the study were (1) collection; (2) physical facilities, including reader space, stack space, and administrative/processing/service space; (3) staffing; (4) expenditures; and (5) library use.

The architectural firm of Northington, Smith, Kranert, Tomblin, and Associates has drawn plans for a library addition of approximately 32,781 gross square feet. The blueprints for this expansion are available for review in the office of the University Librarian. And, in

TABLE 40

ALLOCATIONS FOR BOOKS BY DEPARTMENTS FOR FISCAL YEARS 1975-76 THROUGH 1980-81

	1975-76	1976-77	1977-78	1978-79	1979-80	1980-81
Arts and Sciences						
Art	\$ 1,700	\$ 1,900	\$ 1,800	\$ 2,000	\$ 2,000	\$ 2,100
Biology	4,500	6,000	7,500	8,400	8,400	8,600
Chemistry	2,760	3,200	2,200	3,500	4,500	4,500
English	3,300	3,850	4,500	5,400	5,000	5,000
Foreign Languages	900	900	800	500	500	500
Geography	1,000	1,300	2,000	2,100	2,100	2,100
History	4,000	4,900	5,400	6,250	6,000	6,000
Mathematics and Basic						
Engineering	450	450	550	600	550	600
Music	900	1,000	1,000	1,000	1,000	1,000
Physics and General Science	1,600	1,800	2,000	2,000	2,000	2,000
Political Science	1,000	1,300	1,700	1,900	1,500	1,500
Psychology	800	700	900	1,100	1,100	1,100
Social Work	1,500	1,500	1,500	1,500	1,500	1,700
Sociology	1,500	1,500	2,700	3,500	3,600	3,600
Speech Communication and						
Theatre	800	900	1,200	1,000	1,200	1,200
Business*	7,000	7,000	10,000	11,000	11,000	11,500
Accounting						
Economics and Finance						
Management and Marketing						
Office Administration						

*One allocation for the entire School of Business.

TABLE 40--continued

	1975-76	1976-77	1977-78	1978-79	1979-80	1980-81
Education						
Education	\$ 4,900	\$ 6,000	\$ 6,000	\$ 5,700	\$ 5,330	\$ 5,700
Health, Physical Education, and Recreation	1,200	1,300	1,500	2,000	2,200	2,300
Home Economics	500	500	750	850	1,000	1,000
Nursing	3,000	3,000	3,000	3,000	3,000	3,000
Total	\$43,510	\$49,000	\$57,000	\$63,300	\$63,480	\$65,000

accordance with state law, the cost of new construction is financed by means of a State of Alabama bond issue or line-item appropriations.

In 1978 the amount of \$2,500,000 was earmarked to the University of North Alabama from a bond issue. However, unfavorable interest rates precluded the sale of most of the bonds. Therefore, the library expansion has been delayed pending propitious state bond market conditions.

Federal Grants

Collier Library has participated regularly in the College Library Resources Program (Title II-A), applying these standard annual grants--ranging from a low of \$945 in 1975-76 to a high of \$3,906 in 1978-79--to the acquisition of additional books and periodicals.

Resources

Library and Learning Resource Facilities

Collier Library is the main repository for print library resources on the campus of the University of North Alabama. At the end of the 1979-80 academic year, the library's collection consisted of 219,200 volume equivalents of monographic, periodical, and microform materials reflecting the purposes and curricular emphases of the university. Over the past five years, the collection has experienced an average annual growth rate of 8.4 percent, or 15,815 volume equivalents as illustrated in Table 41.

TABLE 41

GROWTH OF LIBRARY COLLECTION IN VOLUME EQUIVALENTS
ACADEMIC YEARS 1975-76 THROUGH 1980-81

Year	Materials added	Library holdings
1975-76	. . .	156,040
1976-77	21,432	177,472
1977-78	11,651	189,123
1978-79	12,966	202,089
1979-80	17,211	219,300
1980-81	27,567 (est.)	246,867 (est.)

In addition to the main library, facilities and services exist in various locations on the campus to make available other library resources as audiovisual equipment, films, tapes, records, slides, and curriculum materials, and to serve the special needs of particular segments of the university community. Table 42 illustrates the extent and nature of the collections contained in the various major components of the library system as of fall, 1980.

Maintaining a unified resource system is difficult under the present system since some of the facilities have a budget separate from the education and general fund budget allocation to Collier Library. A lack of coordination among all resource facilities causes confusion as to the division of responsibilities between the resource centers and Collier Library. Efforts have been made by the administration to clarify this area of concern by recently creating the position of University Librarian, an action upgrading the title (and presumably authority) from Head Librarian to University Librarian. Such action indicates that the administration is aware of the need for a unified library and resource system.

TABLE 42

LIBRARY AND MEDIA FACILITIES AND RESOURCES, FALL 1980

Facilities	Monographs	Periodicals		Microforms	Nonprint materials
		Bound volumes	Current subscriptions		
Collier Library	148,377	23,062	1,077	225,086	
Learning Resources Center (Education-Nursing Building, Room 109)	18,701		44		100 records (est.) 100 filmstrips (est.) 3 films (16mm) 30 media kits
Kilby School Library	9,157 Children's books 269 Adult books				820 physical units
Media Center					303 films (16mm) 45 video tapes
Art Department Slide Collection Visual Arts Building, Room 123					30,000 slides (est.)
Geography Department Map Collection Wesleyan Hall, Room 8B					3,000 maps (est.)
Music Library Music Building, Room 211	150 (est.)				1,300 records (est.)

Sufficiency of Library Resources

One commonly accepted set of guidelines for evaluating the sufficiency of college library resources has been provided by the Association of College and Research Libraries in its Standard for College Libraries, 1977.

Application of the formula for volume equivalency from the Association of College and Research Libraries requires that physical units of print materials and reels of microfilm be counted on a 1:1 basis, and that five pieces of any other microformat be considered as one volume. Quantitative requirements for nonprint library materials have not been established by the Association of College and Research Libraries.

Based on the foregoing methods of calculation, Collier Library and the Learning Resources Center, the major repositories for print materials that are both relevant to the curriculum and readily accessible to patrons, include a total of 238,000 volume equivalents as of fall, 1980.

Application of the resource formula of the Association of College and Research Libraries to the University of North Alabama library system produces the recommended holdings as shown in Table 43.

TABLE 43

ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
QUANTITATIVE FORMULA FOR LIBRARY RESOURCES

Program variables	Volume multiples	Total volumes
Basic collection		85,000
Allowance per full-time equivalent faculty member	205 x 100	20,500
Allowance per full-time equivalent student	4,573 x 15	68,595
Allowance per undergraduate major or minor field	39 x 350	13,650

TABLE 43--continued

Program variables	Volume multiples	Total volumes
Allowance per master's field when no higher degree is offered in the field	6 x 6,000	36,000
Allowance per master's field when a higher degree is offered in the field	4 x 3,000	12,000
Allowance per sixth-year specialist degree field	4 x 6,000	24,000
Total		259,745

By a rating based on 100 percent equals A, 80-99 percent equals B, 65-79 percent equals C, and 50-64 percent equals D, the university's library resources of 238,000 volume equivalents at the end of 1979-80 would receive a 92 percent, or B rating.

Faculty Evaluation of the Collection

A questionnaire soliciting faculty evaluation of library resources requested respondents to rate the library in terms of "poor," "fair," "good," or "excellent." A summary of responses is provided in Table 44. While the majority of faculty members rated the total collection as fair to good, the book collection received a somewhat higher rating than the periodicals or media holdings.

TABLE 44

FACULTY RATING OF LIBRARY RESOURCES, FALL 1980

Library resources	Number of responses	Percentage of responses*			
		Poor	Fair	Good	Excellent
Book collection	154	12	27	55	6
Reference books	143	8	30	56	6
Books in subject area	155	13	28	55	4
Periodical collection	156	17	25	54	4
Periodicals in subject area	143	21	31	43	5
Media	120	9	40	48	3
Microforms	70	14	35	44	7

*Percentages have been rounded.

While most departments rated the library's collection as well supportive of and adequate for the academic program of the university, others noted deficiencies in both print and nonprint holdings. More than half of the respondents from the Departments of Speech Communication and Theatre, Military Science, Biology, Chemistry, Political Science, and Management and Marketing expressed dissatisfaction with the book collection in their respective subjects. The periodical collection was rated poor to fair by the majority of responding faculty from the Departments of Biology, Chemistry, Political Science, Mathematics, History, and Management and Marketing. Deficiencies in all formats and microform resources were noted by 60 percent of respondents from the history department. This response may be due to a reliance in the past on the rental rather than the purchase of films.

Comments from respondents indicate that the primary needs are for greater variety and more depth of book and periodical holdings in the subject areas indicated.

There is currently no University Library Committee. It was abolished by the university administration in 1975. Therefore, this survey is the most recent expression of faculty sentiment regarding the library.

Student Evaluation of the Collection

A sample of about 400 students completed the identical questionnaire distributed among faculty members. Results show that the majority of students consider campus library and media resources to be fair to good. A detailed summary of responses is given in Table 45.

TABLE 45

STUDENT RATING OF LIBRARY RESOURCES, FALL 1980

Library resources	Number of responses	Percentage of responses*			
		Poor	Fair	Good	Excellent
Book collection	362	4	29	51	16
Reference books	349	6	27	51	16
Books in subject area	328	11	28	45	16
Periodical collection	332	8	30	49	13
Periodicals in subject area	311	13	32	42	13
Media	292	8	30	51	11
Microforms	211	5	32	52	11

*Percentages have been rounded.

Selection, Acquisition, Organization, and
Maintenance of Collections

Collier Library

The selection of materials for Collier Library is the joint responsibility of the teaching and library faculties. To insure expert input into the selection process, approximately 65 percent of the library's book budget is allocated to the various departments. The remaining 35 percent is used by the library faculty to acquire reference books and to build areas where deficiencies exist in respect to the curricular emphases of the university. While the total periodicals budget is controlled by the library, selection of materials is based on faculty requests.

The library solicits book requests from all faculty members and expects each department's allocation to be used. Such aids as reviews from Choice magazine on cards and announcements of new books are periodically sent to the department heads or designated library representatives. Faculty members request items by filling out a multiple-copy order form for each title and having it approved by the department head or library representative. One copy of the order form is retained by the department for its record of the request. Order forms are then forwarded to the Acquisitions Librarian. Library requests are processed in the order in which they are received until a department's allocation is spent or encumbered. When a title has been received and cataloged, the original order slip with the call number is returned to the department for distribution to the appropriate faculty member.

The expertise of faculty members is also sought in the process of selecting federal documents to be received by the library in its capacity as a designated Government Documents Depository, resulting in

the prompt acquisition of government publications which faculty members recommend based on information obtained from announcements in professional journals, various news sources, and the widely distributed Consumer Information Catalog and Selected U.S. Government Publications. In addition, a documents librarian on occasion alerts interested faculty members to the availability of major new documents series and solicits their advice in assessing the curricular relevancy of these publications prior to acquisition. Collier Library acquires the bulk of monographic materials through jobbers; the rest is obtained by direct order from publishers. A subscription service is used for acquisition of approximately 80 percent of the periodicals, while the remaining 20 percent are ordered directly. The collection is organized in the following manner: books by the Dewey Decimal System, periodicals in alphabetical arrangement by titles, and most government documents according to the Superintendent of Documents classification system. All monographs and periodicals, as well as selected documents, are accessible through the card catalog. The Monthly Catalog of U.S. Government Publications serves as the index to the bulk of materials in the separate Documents Collection.

The library faculty selects materials to be purchased by regular and systematic checking of such review sources as Choice, Library Journal, Reference Service Review, American Reference Books Annual, and Publisher's Weekly, as well as from publishers' catalogs and announcements. (A written acquisitions policy is made a part of this report as Appendix R.) The collection is tested against such recognized corrobibliographies as Books for College Libraries, Sheehy's Guide to Reference Books, Katz's Magazines for Libraries, and standard bibliographies in a variety of disciplines.

Weeding of the monographic collection is performed on a continuous basis by the acquisitions and public service librarians. Faculty members are strongly encouraged to weed in their area of expertise and have provided this assistance on occasion. The university's Documents Depository Collection is weeded by a documents librarian on an annual basis in accordance with regulations governing the administration of federal documents depositories.

Learning Resources Center

The professional staff of the combined Learning Resources Center selects its materials from information provided by such tools as Booklist, School Library Journal, Hornbook, Choice, and Appraisal magazines, reviews published in various education related journals, the catalog of the National Education Association publications, and publishers' announcements. Requests from the teaching faculty are solicited. Direct orders from publishers are the preferred method of acquisition. The Learning Resources Center collection is cataloged and arranged by the Dewey Decimal system. In addition to maintaining its own card catalog, the Learning Resources Center furnishes catalog entries to the main library. Periodic systematic checking of the collection against standard bibliographies, as well as a record of faculty and student requests, is utilized to insure relevance of holdings to the curricular needs of the School of Education. Weeding out of worn or dated material is performed mainly in conjunction with the annual inventory and was in part carried out by library science students as a practical exercise.

Media Depositories

The Media Center, Music Library, Art Department Slide Collection, and the Geography Department Map Collection are the main depositories

for nonprint resources on campus. While there is no central catalog which includes nonprint materials, the depositories facilitate access to their respective collections in the following manner: the Media Center periodically issues a catalog of film, filmstrip, and video tape holdings; the Music Library staff catalogs its recorded materials and print resources using Library of Congress preprinted cards.

The map collection (see Table 42), maintained by the geography department, is a designated full depository for Army Defense Mapping Agency publications and a selective depository for U.S. Geological Survey maps; therefore, these maps are received automatically and at no cost to the university. Others, however, are purchased.

The extensive collection of slide reproductions (see Table 42) of artistic subjects, located in the art department, is in the process of being organized according to the New York University Catalog system. The subjects to be included are selected by members of the art faculty. Slides are produced in the department or acquired from commercial suppliers. Holdings are reviewed on a continuous basis and technically inferior reproductions are discarded.

Services

To evaluate the adequacy of the physical facilities, hours of service, equipment, circulation system, staff, reference services, bibliographies, and technical assistance offered by Collier Library, a questionnaire was submitted to both faculty and students. The entire faculty received this questionnaire, and 87 percent responded. Student questionnaires were distributed by two sources: Collier Library and classroom instructors, randomly selected.

One class from each of the twenty-four departments received the questionnaire. The level of the class selected from a given department was determined by using a two-digit, random number generator. A total of 155 faculty members and 425 students responded. The results are presented in Table 46.

User surveys have not been routinely conducted in the past, but their annual administration to improve the quality of the services has been implemented, effective 1980-81. Such surveys will give the students as well as the faculty and staff an opportunity to assess library services and influence their design and modification.

The Collier Library staff has strongly recommended to the administration that the university at the earliest opportunity become a member of the Southeastern Library Network (SOLINET). This is a nonprofit organization incorporated in 1973 with the purpose of improving library operations, procedures, and cooperation through the development of computer based library services.

Entry into the SOLINET system would provide such immediate benefits as (1) more rapid processing of library materials through shared cataloging, (2) enhanced interlibrary loan capability, (3) direct computer linkage to vendors, and (4) access to such vital on-line bibliographic data bases as DIALOG and ORBIT.

SOLINET makes feasible the development of union catalogs providing cataloging information on such elusive nonprint items as records, video tapes, and film, and generating integrated computer output microform (COM) catalogs, thereby supplanting an expensive card catalog. Copies could be placed in the various resource centers on the campus.

It would be desirable for both practical and budgetary reasons for the university to be connected by computer network to the other senior

TABLE 46

RESULTS OF THE FACULTY AND STUDENT LIBRARY QUESTIONNAIRE, FALL 1980

(Code: 0 poor, 1 fair, 2 good, 3 excellent)

Adequacy of	Faculty rating	Student rating
Book classification system	2.1	2.0
Length of check-out time permitted	2.4	1.9
Reserve book system	2.1	1.7
Placing books on hold/recall	2.1	1.7
Fairness of the fine system	2.2	2.1
Card catalog system	2.1	1.7
Staff number	1.8	1.8
Staff attitude	2.2	1.8
Staff competence	2.3	2.0
Availability of reference personnel	2.0	1.7
Orientation to library services	2.0	1.7
Adequacy of interlibrary loan services	1.8	1.7
Maintenance of card catalog	2.2	2.0
Response time on acquisition requests	1.8	1.8
Copying machines	1.6	1.7
Microform readers	1.9	1.8
Microform printers	1.7	1.7
Space	1.3	1.9
Individual study stations	1.6	1.9
Group study rooms	1.5	1.7
Lighting	2.0	2.0
Quietness	1.8	1.5
Convenience of location of materials	1.8	1.7
Heating system	1.6	1.8
Cooling system	1.6	1.7
General atmosphere conducive to study	1.9	1.8
Hours of operation	1.7	1.4
Adequacy of book collection in general	1.6	1.8
Adequacy of reference collection	1.6	1.8
Adequacy of book collection in your area of specialization	1.5	1.7
Overall adequacy of the periodicals collection	1.5	1.7
Adequacy of periodicals collection in your area of specialization	1.3	1.5
Sufficiency of media resources on campus	1.5	1.6
Adequacy of microform collection	1.4	1.7

institutions of higher education in Alabama. Cooperative resource sharing would provide Collier Library rapid access to a much larger body of materials than otherwise would be possible through its own limited financial situation. As a member of SOLINET the university would share in the progress and modernization of library services.

Collier Library maintains numerous statistical measures of circulation and acquisition and publishes these statistics in each annual report of the University Librarian. Among those records maintained are Cumulative Usage Patterns, 1975-76 through 1980-81 (Table 47); Circulation Data, 1978-79 (Table 48); Acquisitions Matrix, 1974-75 through 1980-81 (Table 49); Cumulative Acquisitions Matrix, 1976-77 through 1980-81 (Table 50); and Use and Acquisitions Comparative Data (Figure 8).

Cumulative Usage Patterns, 1975-76 Through 1980-81

Analysis of use data over the six-year period 1975-76 through 1980-81 presented in Table 47 suggests a stable demand for library services. Some indices show a decline. Perhaps the most significant disruption in library services occurred in the reference room, where a professional vacancy resulted in a 33 percent decline in the number of information transactions in 1979-80 compared to the previous year. Likewise, the staffing problems caused a reduction in the number of instruction sessions offered in the classroom. The inability to deliver needed services at the reference desk and in the classroom presages a further decline in student bibliographic skills and in library use.

Other library use statistics show a fairly stable demand. Use of reserve reading materials, for example, remained at a fairly stable level throughout this period. There was a slight increase in the use of interlibrary loan, and the recent decline in the volume of use of

TABLE 47

CUMULATIVE USAGE PATTERNS, 1975-76 THROUGH 1980-81

(Faculty and Students)

	1975-76	1976-77	1977-78	1978-79	1979-80	1980-81
Circulation, general stacks	47,231	49,176	40,202	35,768	39,744	43,757
Circulation, reserves	5,279	5,144	4,358	3,944	5,381	3,752*
Circulation, total	52,510	54,320	44,560	39,712	45,125	47,509
Exit traffic	107,980	163,256	160,948	145,516	152,938	164,191
Instruction sessions	63	73	84	104	99	111
Interlibrary loan to University of North Alabama	23	15	57	19	13	5
Interlibrary loan to University of North Alabama faculty and students	114	104	218	136	165	95
Information transactions, reference	1,370	2,557	2,301	4,830**	3,201	4,944
Reshelving, table use	. . .	. . .	. . .	. . .	42,834	50,974

*Alabama Collection no longer treated as reserve.

**Library staffed with eight professionals at this time.

general collection materials was reversed last year. External comparisons suggest that the rate of use in each of these instances was low for the size of the student body. The data in Table 47 reflect a decline in library usage although for the same period enrollment increased.

Circulation Data, 1978-79

Table 48 provides some insight into the use of the monograph collection. Because data-gathering capabilities are limited, information can be obtained only for broad categories. In the table, the collection is divided into the ten largest Dewey Decimal divisions, and data on the number and circulation of each decile are presented.

Data in the last column suggest that Language materials (400s) are the least used portion of the library collection. Relative to other areas Literature (800s) and Science (500s) are also lightly circulated. The section of the collection containing Nursing and Business (600s) is the most heavily used, followed closely by the Arts and Recreational materials (700s).

There are many reasons to explain these differences in use. Dated science materials, rapidly developing business and nursing programs, and a necessarily deep literature collection are among the variables that must be considered in analyzing use.

Acquisitions Matrix, 1974-75 Through 1980-81

Table 49 is a testament to the sound acquisitions policies of Collier Library. Despite a steady increase in the average cost of books and an even sharper rise in subscription costs, Collier Library has to acquire an average of 5,000 monographs annually, and has reported a slow rise in the number of active journal subscriptions.

TABLE 48

CIRCULATION DATA, 1978-79

Circulation and Use Statistics

Dewey Classification	Est. holdings May 1978-79	Circulation 1978-79	Circulation as a % of total circulation	Holdings as a % of total holdings	Holdings as a % of circulation	Rank	% Circulation % Holdings
000 (General)	912	246	0.69	0.8	3.71	6	0.83
100 (Philosophy)	4,384	1,985	5.55	4.01	2.21	3	1.38
200 (Religion)	2,542	942	2.63	2.32	2.70	4	1.13
300 (Social Science)	32,167	10,557	29.52	29.40	3.05	5	1.00
400 (Language)	2,887	524	1.49	2.64	5.51	10	0.56
500 (Science)	10,087	2,376	6.64	9.22	4.25	8	0.72
600 (Technology)	9,587	5,749	16.07	8.76	1.67	1	1.83
700 (Fine Arts)	7,706	3,598	10.06	6.45	2.14	2	1.60
800 (Literature)	20,568	4,857	13.58	18.80	4.23	8	0.72
900 (History)	18,543	4,934	13.79	16.95	3.76	6	0.81
Total	109,383	35,768			3.06		

TABLE 49

ACQUISITIONS MATRIX, 1974-75 THROUGH 1980-81

	1974-75	1975-76	1976-77	1977-78	1978-79	1979-80	1980-81
Volumes purchased	5,139	4,860	5,033	5,506	5,007	5,164	5,183
Average price	\$12.02	\$13.05	\$14.51	\$16.05	\$16.96	\$17.48	\$18.94
Gifts	. . .	. . .	. . .	866	371	465	694
Volumes weeded	744	498	812	443	629	1,396	2,297
Volumes cataloged	6,806	6,203	6,026	5,984	6,503	6,671	4,602
Government Printing Office documents received	1,117	2,004	1,933	1,874	2,765	2,699	3,443
Active periodical subscriptions	860	892	939	961	1,073	1,077	1,242

Acquisitions has managed to maintain its additions at this level by purchasing more paperback materials. The increase in the number of subscription titles was achieved at no cost through the addition of all relevant government periodical titles available through the federal depository program. Further significant expansion by these means cannot be anticipated. The decline in purchasing power which the library has already experienced will likely be reflected in the statistics of subsequent annual reports.

Cumulative Acquisitions Matrix, 1976-77 Through 1980-81

Table 50 provides information on the rate of acquisition by general classification.

Use and Acquisitions Comparative Data

Figure 8 compares percentage data on collections, circulation, and recent acquisitions. Such a comparison provides a means of analyzing the library's acquisitions and use patterns. The assumption behind the analysis is that future acquisition efforts should be directed toward those parts of the collection where demand has placed relatively greater pressures on the collection.

A situation where collection, circulation, and recent acquisitions percentages are in close approximation (e.g., the 300s) may suggest that the current rate of acquisition is appropriate. For those instances where both collection and acquisition percentages are greater than the percentage of circulation (e.g., 500s and 800s), the current rates of acquisition may need to be justified.

In contrast, areas where there are right-sloping graphs (e.g., 400s and 900s) suggest that existing holdings are strong enough to support current demands, permitting the accompanying decrease in the rate of

TABLE 50

CUMULATIVE ACQUISITIONS MATRIX, 1976-77 THROUGH 1980-81

Dewey Classification	1976-77	1977-78	1978-79	1979-80	Total	Percent of total
000-099 (General Works)	159	162	165	163	649	3.4
100-199 (Philosophy)	127	163	150	261	701	3.6
200-299 (Religion)	66	90	82	108	346	1.8
300-399 (Social Science)	1,494	1,795	1,399	1,808	6,496	33.6
400-499 (Language)	43	23	69	25	160	0.8
500-599 (Science)	369	423	463	432	1,687	8.7
600-699 (Technology)	584	718	760	757	2,819	14.6
700-799 (Fine Arts)	333	350	383	465	1,531	7.9
800-899 (Literature)	391	498	837	1,150	2,876	14.9
900-999 (History)	354	485	549	681	2,069	10.7
Total	3,920	4,707	4,857	5,850	19,334	100.0

NOTE: This table includes only monographs in the Dewey Decimal Classification shown; total acquisitions figures are higher.

DEWEY DECIMAL CLASSIFICATION

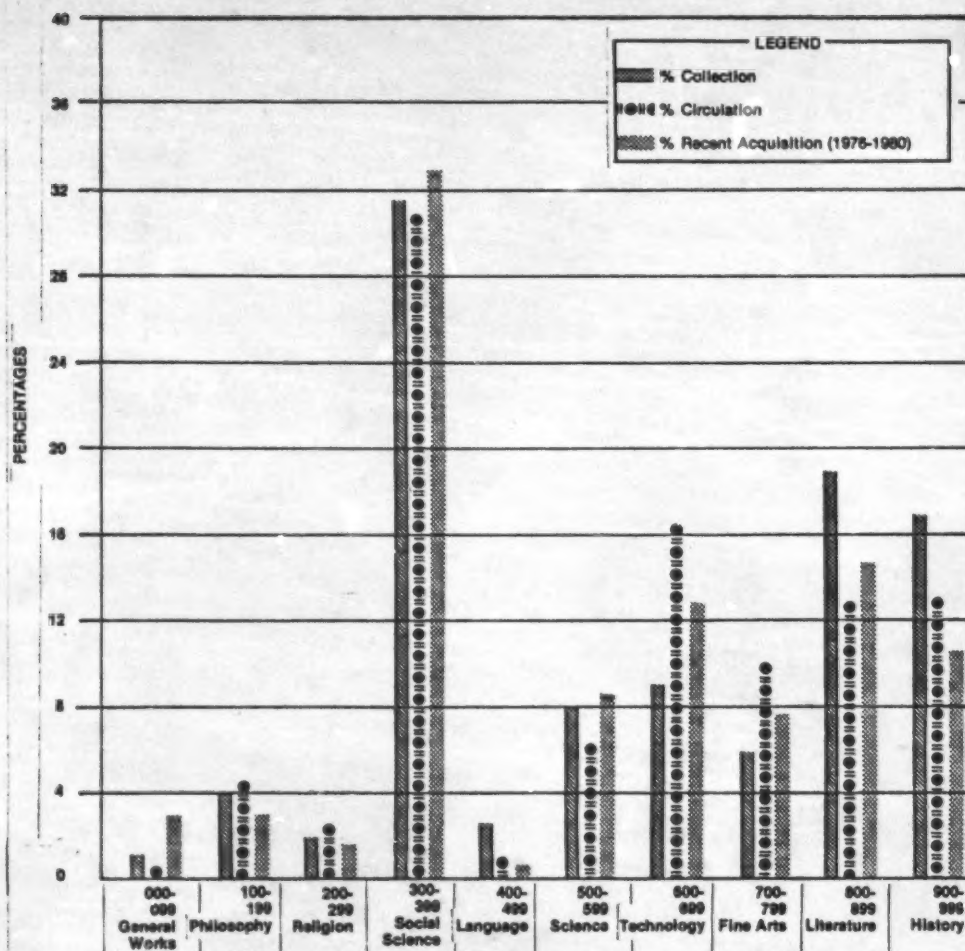


Figure 8. Use and acquisitions comparative data

acquisitions of new materials. Finally, those instances where the percentage of circulation is greater than for the other two indices (e.g., 200s, 600s, and 700s) may mean that the library should increase its rate of acquisition in these areas.

Institutional Relationships

Cooperative Arrangements With Other Institutions and Agencies

A special administrative arrangement exists between the University of North Alabama library system and the Tennessee Valley Authority Technical Library, located in Muscle Shoals, whereby University of North Alabama students and faculty are permitted to use a highly efficient, scientific information center where the holdings include 26,000 monographs and 1,250 serial subscriptions, with heavy emphasis on the natural and applied sciences. This relationship is of particular importance to the Departments of Chemistry and Biology, whose members are making frequent use of this facility. Lists of periodical holdings have been exchanged between the two libraries, and graduate students in particular have availed themselves of the on-line data-base search capability of the Tennessee Valley Authority Technical Library.

In addition to Collier Library's designation in 1932 as a federal documents depository and as a depository since 1979 for microfiche publications of the Health, Education and Welfare's Service Center for Aging Information (SCAN), the library has applied for state documents depository status as well, pending the establishment of such a system in Alabama.

Recently the library has established a special collection containing federal documents and personal papers provided by the Honorable Ronnie Flippo, Congressional Representative from the Fifth District of Alabama.

Faculty and students at the University of North Alabama are also able to use the resources of the Muscle Shoals Regional Public Library system and the law library in the Lauderdale County Court House.

The interlibrary loan service at Collier Library supplements the resources available to the college community by borrowing materials or obtaining photocopies from other libraries throughout the country.

Comparative Data

At the request of the Alabama Commission on Higher Education, data supplied by the Council of Librarians were compiled at the University of Alabama, Birmingham, which permit comparison of Collier Library's performance and position with thirteen academic libraries in Alabama. Inasmuch as the data represent figures for the preproration budget year of 1977-78, the University of North Alabama library may be evaluated by comparison with other senior institutions in the state. Information of this nature is frequently invaluable to a library administration as it contemplates a future course of action to upgrade certain levels of performance.

In comparing the resources of Collier Library to those of the other academic institutions in Alabama, two variables were considered in Figures 9 through 21: (1) the size of the student population, and (2) the number of majors. Because far greater numbers of journals and monographs are required to support graduate study, doctoral programs were assigned a weight of five, masters' programs a weight of three, and undergraduate majors a weight of one (a conventional device in the measurement of the strength of academic library collections).

Figures 9 and 10 indicate the volume holdings and journal subscriptions in proportion to enrollment. Figures 11 and 12 demonstrate library holdings and journal subscriptions in relationship to the number of majors.

Symbols	
AB =	University Alabama, Birmingham
AH =	University Alabama, Huntsville
AM =	Alabama A & M
AS =	Alabama State
AU =	Auburn University
AUM =	Auburn University, Montgomery
JS =	Jacksonville State
LU =	Langston University
NA =	University of North Alabama
SA =	University of South Alabama
TS =	Troy State
UA =	University of Alabama, Tuscaloosa
UM =	University of Montevallo

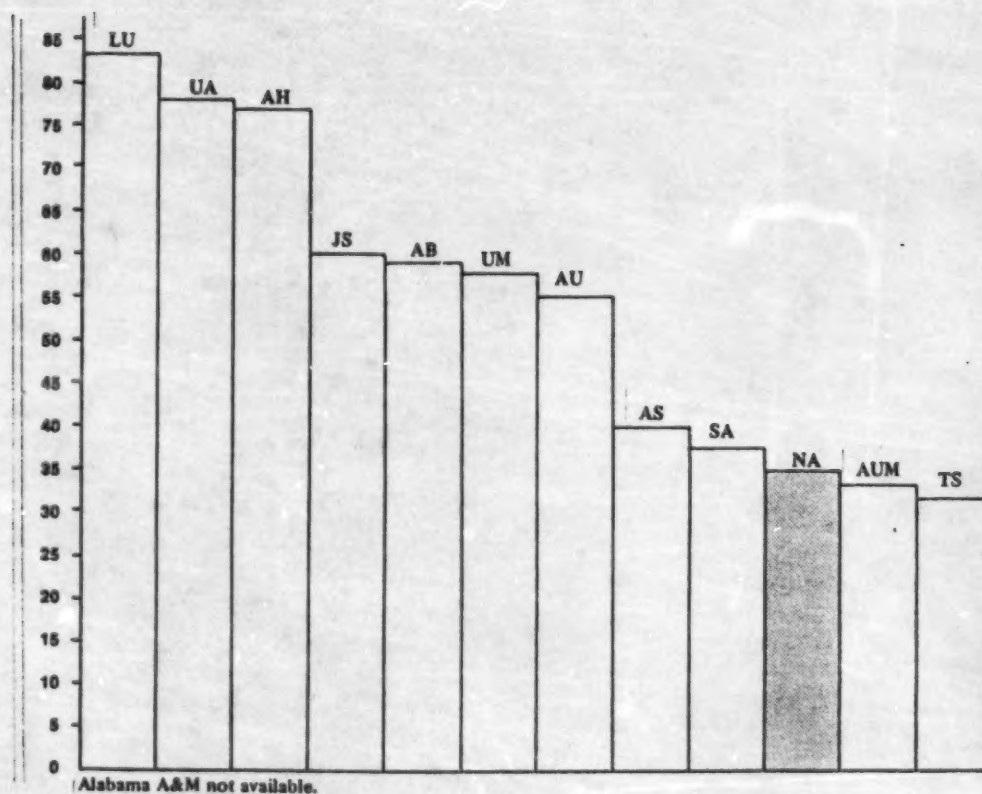


Figure 9. Volumes held per full-time equivalent student

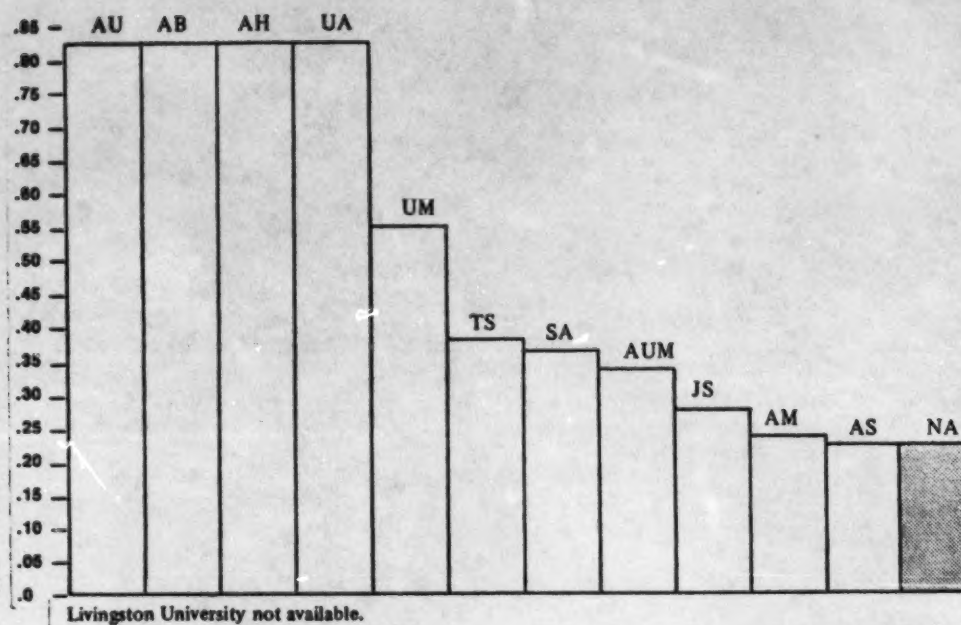


Figure 10. Journal subscriptions per full-time equivalent student

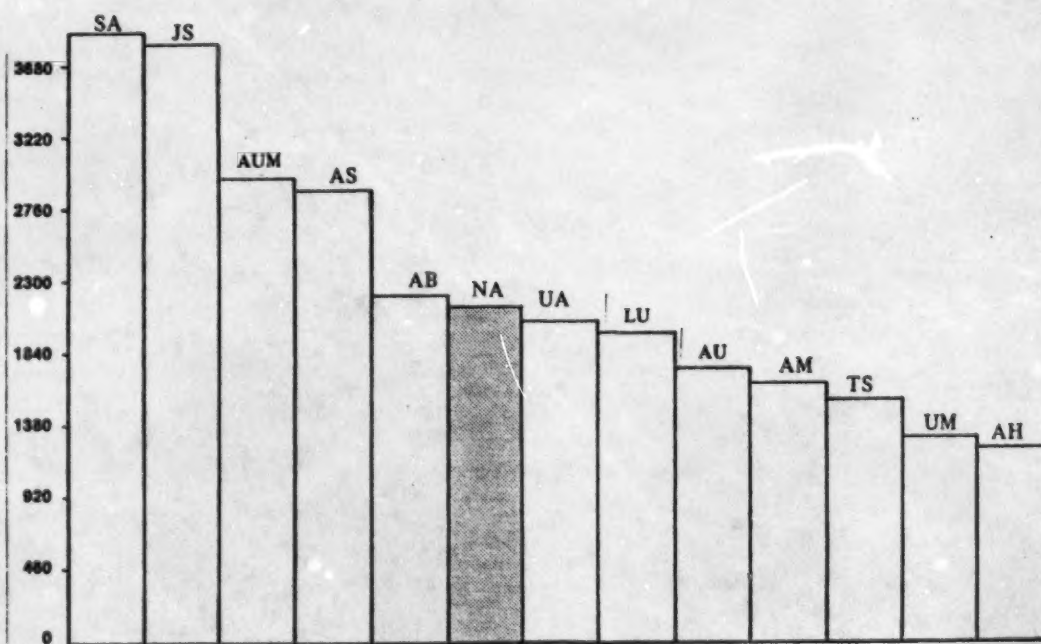


Figure 11. Library holdings, volumes per major (weighted 5,3,1)

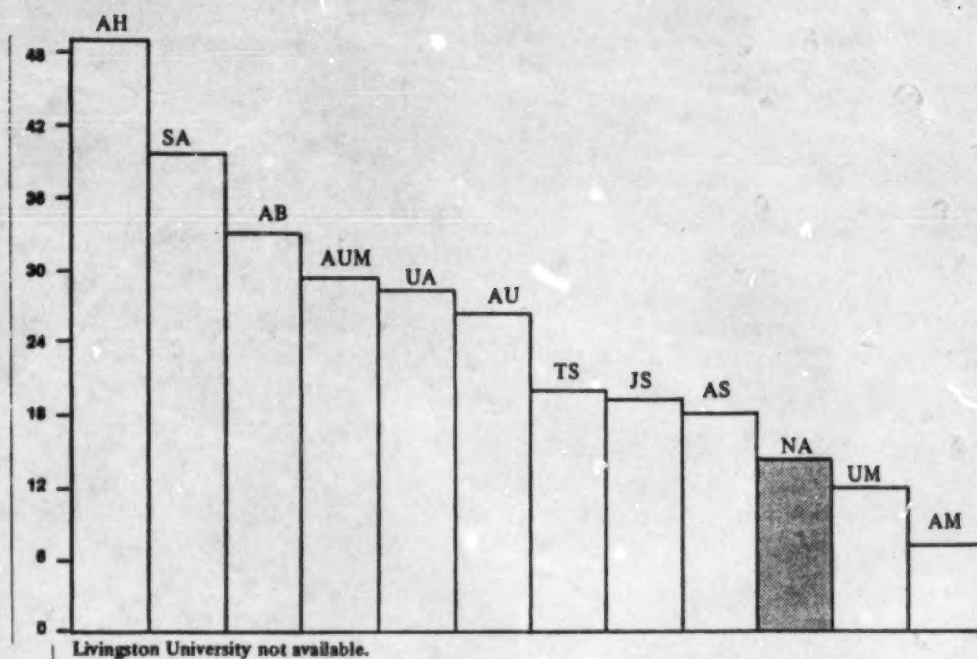


Figure 12. Journal subscriptions per majors (weighted 5,3,1)

In the monograph collection the University of North Alabama ranked in the bottom quartile when numbers alone were considered (Figure 9), but compared to other institutions, the University of North Alabama offered fewer masters' programs in 1978, permitting Collier Library to attain a median level in its support of the curriculum (Figure 11). Viewed together Figures 9 and 11 suggest that additions to the curriculum in the future should be made with corresponding increases in the materials budget of the library.

Examination of the library's journal holdings suggests a major problem. As Figure 10 indicates, the University of North Alabama had fewer journals for the size of its enrollment than any other senior institution in Alabama. In 1978, Collier Library would have needed to increase its journal holdings by 64 percent to attain the median. Expressed in current terms, this percentage indicates a deficiency of some seven hundred journal titles, a considerable investment when the cost of securing the necessary backfiles is taken into account.

Figures 13--18 compare library shares of institutional resources, such as staff, plant, and materials at the thirteen representative schools. An examination of expenditures on library materials (Figure 13) reveals that the University of North Alabama occupies the bottom quartile among Alabama institutions, a standing that does not improve when all library expenditures are considered (Figure 14). To attain the median in terms of 1977-78 dollars per student, materials expenditures would need to be doubled (\$271,568 vs. \$135,566). Expressed in terms of the 1980-81 budget, a materials expenditure of \$299,000 would be required as opposed to \$149,000 prorated.

When the size of the student body is considered (Figure 13) Collier Library was shown to be an inadequate physical plant compared to

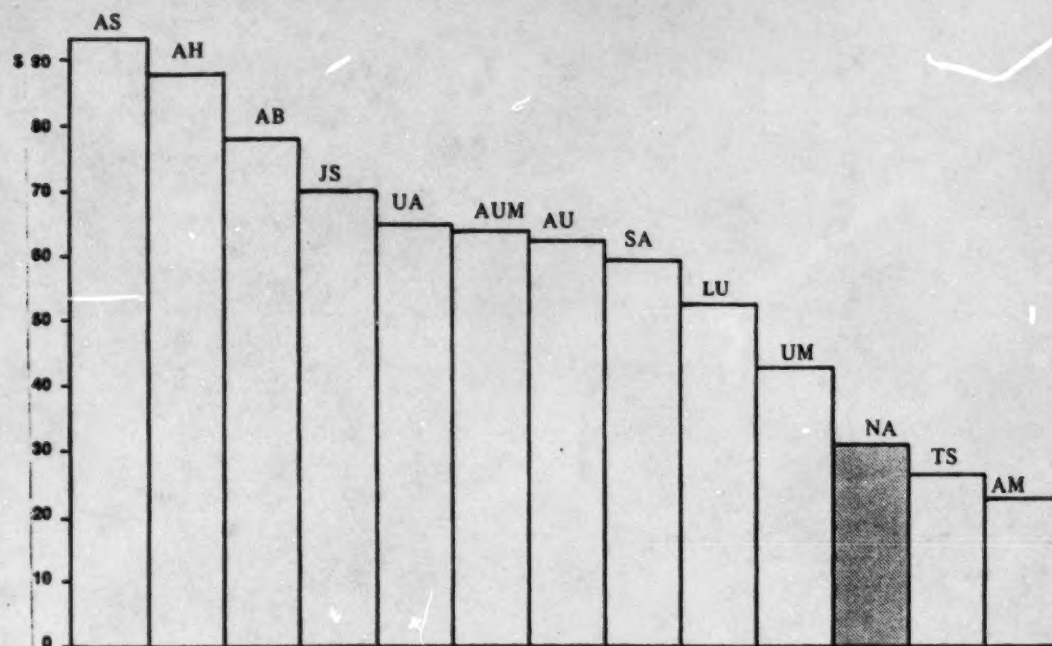


Figure 13. Materials, expenditures in dollars per full-time equivalent student

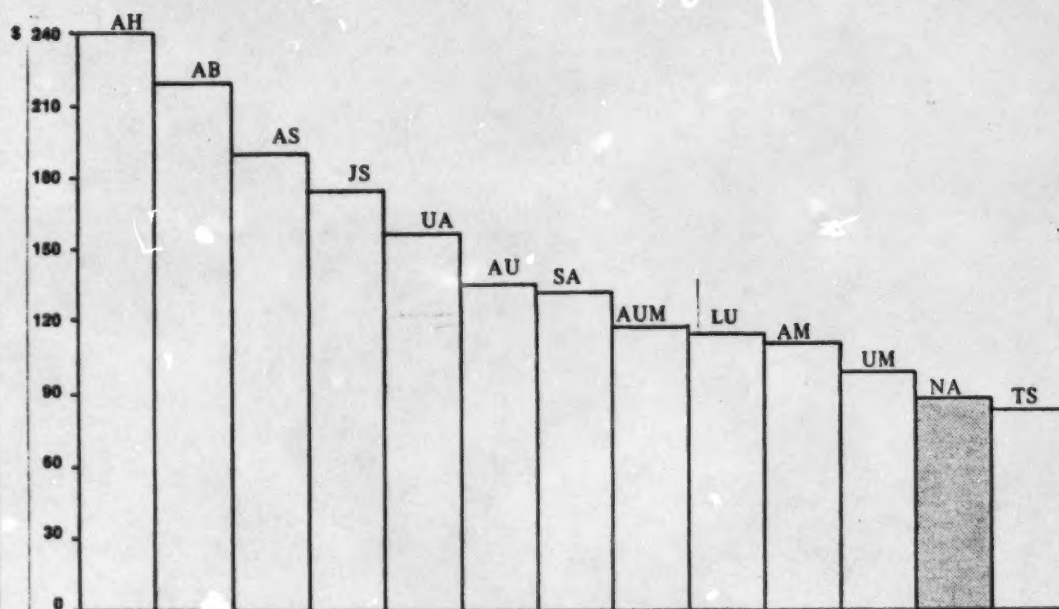


Figure 14. Total library expenditures per full-time equivalent student

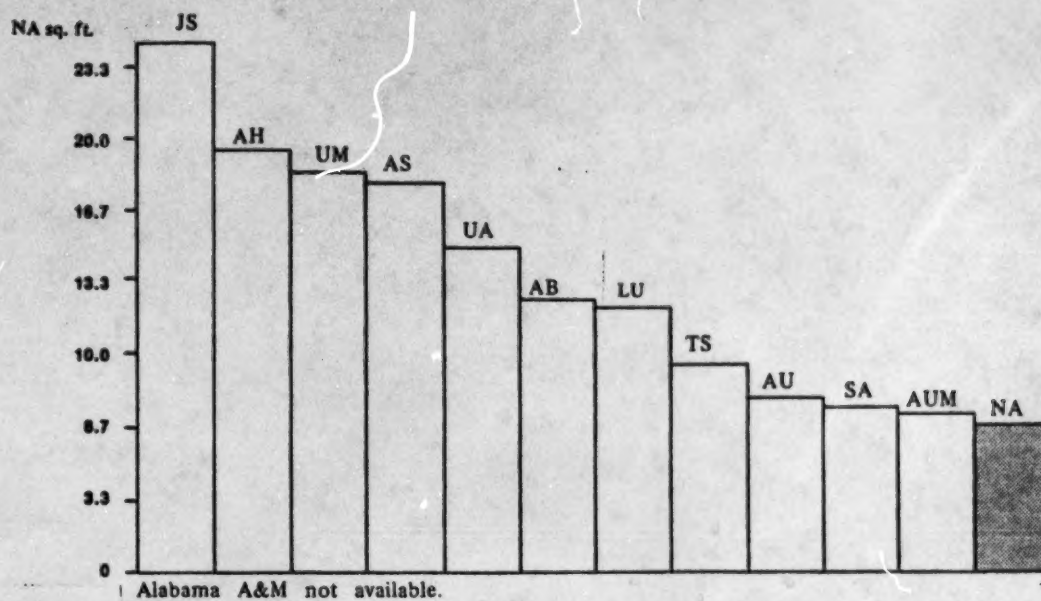


Figure 15. Net assignable square feet per full-time equivalent student

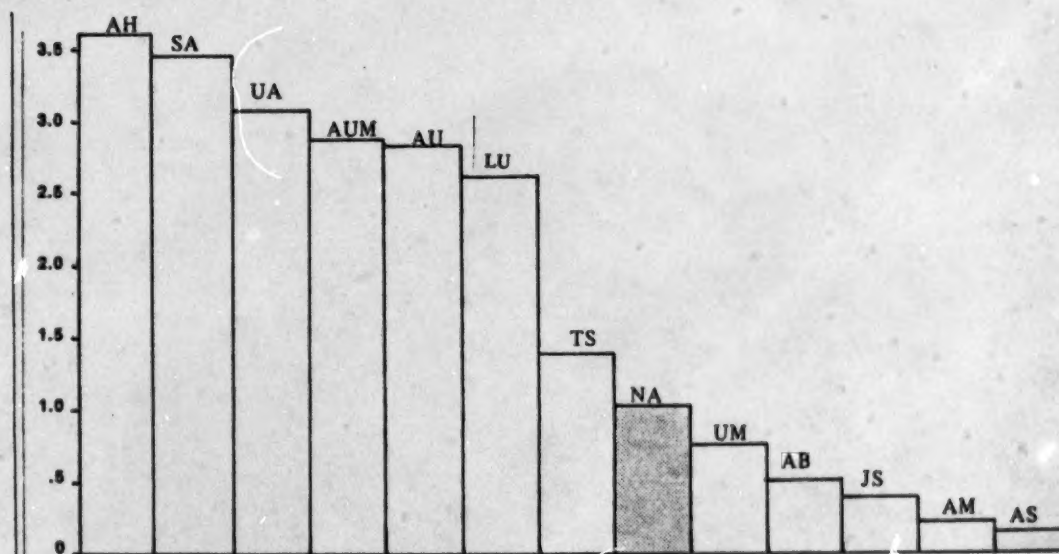


Figure 16. Interlibrary loans per full-time equivalent faculty

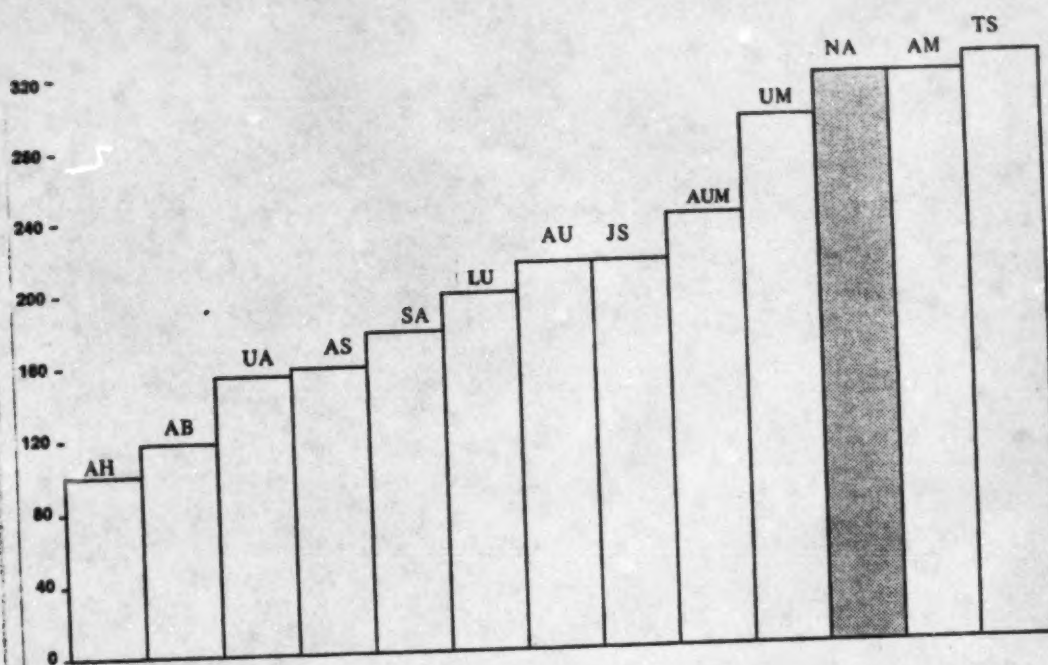


Figure 17. Number of full-time equivalent students per full-time library staff member

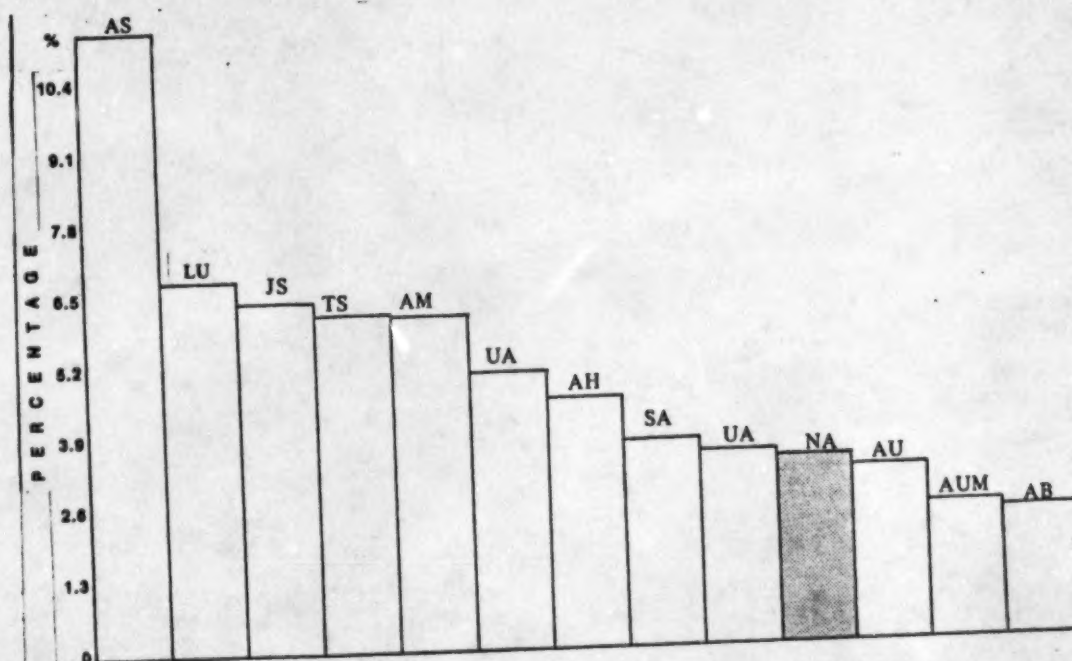


Figure 18. Percentage of full-time equivalent librarians to full-time equivalent faculty

others in the state, but this situation will be improved when the projected annex is built. Proposed construction will add almost 26,000 net assignable square feet to the existing building. By using a constant figure for the student population, therefore, the projected annex square footage will advance the University of North Alabama from the last place to the median among academic libraries.

In measurement of faculty use, interlibrary loan activity (Figure 16) shows that the University of North Alabama faculty made less use of the interlibrary loan services than their colleagues at most other institutions. That interlibrary loan traffic was a low figure, despite the weak collection, was a reflection, in part, of the heavy teaching load carried by the University of North Alabama faculty, a variable not addressed by the study. It may also be due, in part, to the small public service staff at Collier Library and the absence of a computerized interlibrary loan channel, available at most academic libraries in Alabama at that time.

Figures 19 and 20 summarize circulation data while Figure 21 concludes the overall ranking of academic libraries. Circulation statistics (Figure 19) place Collier Library in the bottom quartile of use of library resources by the students. Even when circulation is considered a measure of efficiency as shown in Figure 20, the University of North Alabama still placed in the lower half. The low level of use may be attributed to at least four factors: (1) the nature of instruction when faculty carry heavy loads; (2) the inadequacy of the physical plant and the attendant effects of crowded conditions resulting in confused locational schemes and lack of quiet study space; (3) the lack of public services staff to connect students and faculty with information; and (4) a collection which did not accurately reflect the shifts in the

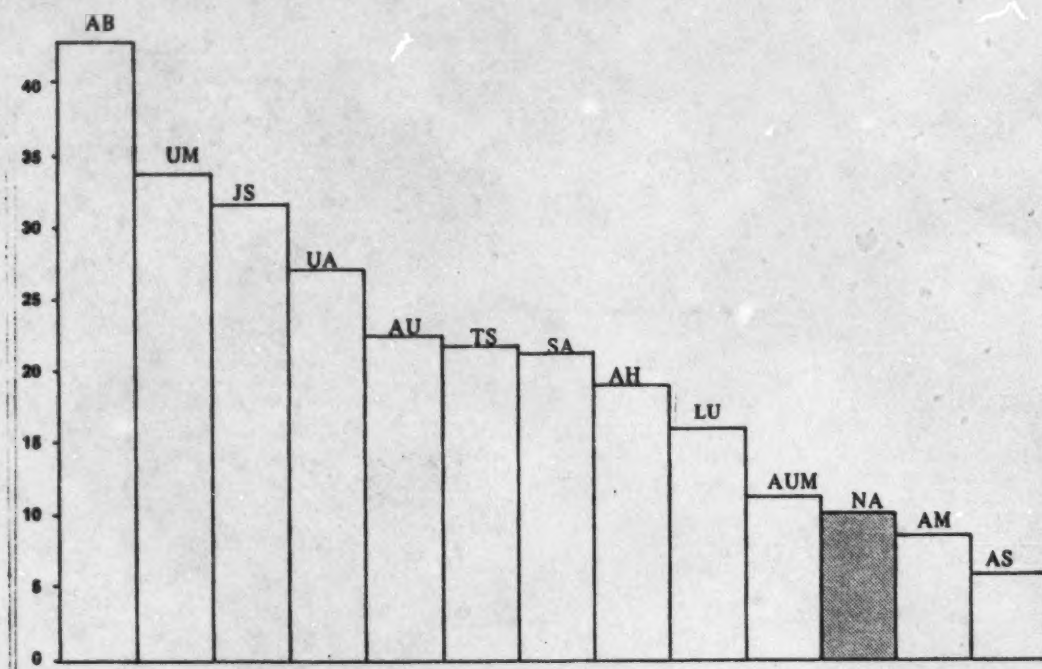


Figure 19. Circulation of monographs per full-time equivalent student

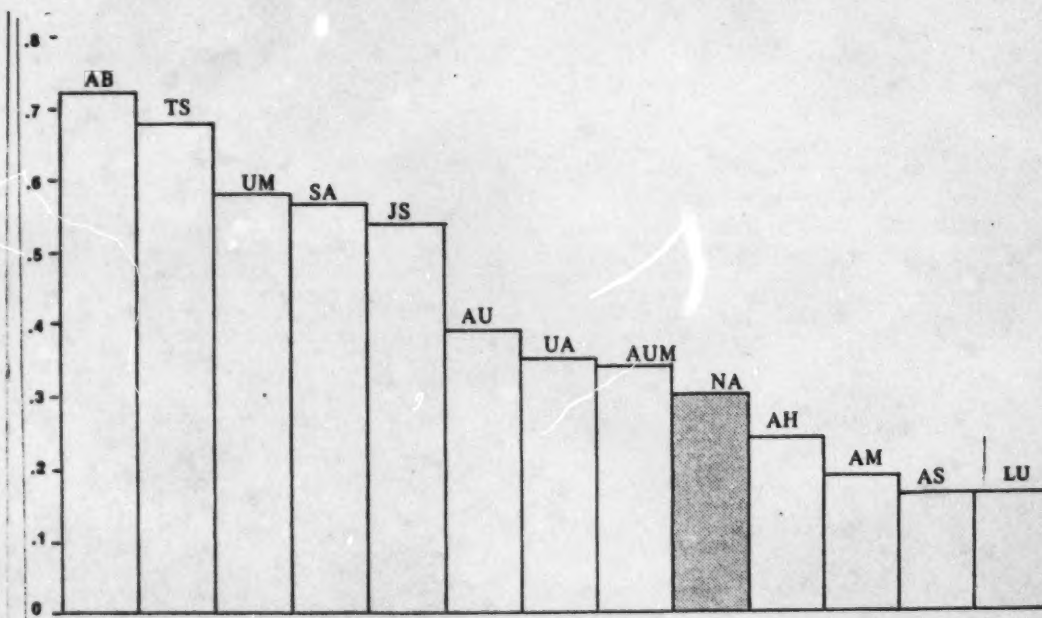
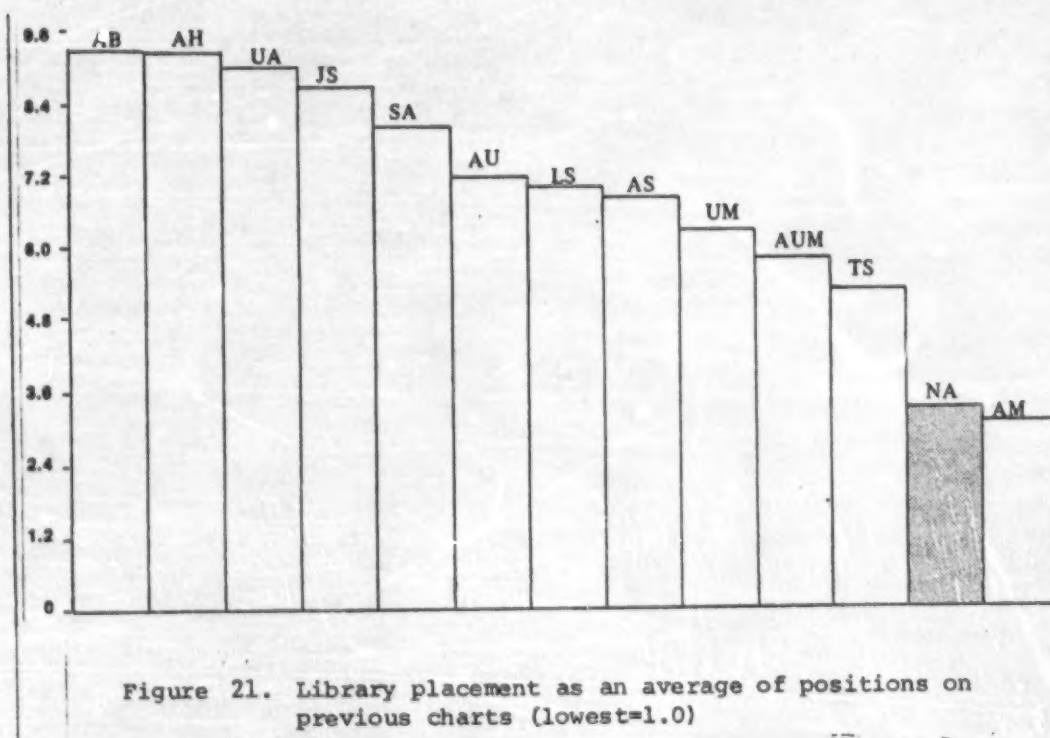


Figure 20. Ratio of circulation to library holdings



curriculum and the needs of the students. Some of these factors have been corrected since the accumulation of the data, and some can be corrected only over time: (1) plans for an addition to Collier Library have been drawn and approved; (2) circulation of volumes per student has increased by 3 percent; and (3) plans for the installation of SOLINET and DIALOG/ORBIT will increase the interlibrary loan capacity.

When relative positions of the thirteen state-supported academic libraries were averaged across the twelve tables, only one library fared less well than the University of North Alabama (see Figure 21). While these performance and position measures are not definitive, they do raise issues concerning Collier Library and do suggest that improvements are needed in the physical plant, staffing levels, and materials in order to attain a median level status among academic libraries in Alabama.

Projections

As this report has documented, improvements are required in several aspects of the library services provided at the university. Collier Library is currently too small to house adequately its collection or serve the campus community. Moreover, the existing plant is a marriage of an annex to an older building whose usefulness is compromised by its state of disrepair. Plans have been drawn for a second annex which will relieve many of the problems associated with inadequate stack space and seating. However, careful planning with the architects is required to assure proper attention to the required renovation of the older portion of the structure and to minimize the disruptions to service that the hybrid nature of the structure may create.

Because of an open admissions policy, the university's enrollment includes many students with limited research skills whose problems are compounded by the nature of the library facility itself. For this reason

the understaffing of Collier Library must be viewed as a serious matter. Filling the vacant librarian position in the reference room should be considered as soon as funding permits. The introduction of automated systems in the library should permit Collier Library to confine additional staffing requirements to nonprofessional classifications. An increase in staffing levels from its current complement of fourteen to a staff of sixteen (eight librarians and eight clerical) would appear to be a reasonable planning objective.

Plans are underway which will permit Collier Library to improve markedly its services to the academic community. The projected installation of SOLINET will permit bibliographic access to academic collections across the country, will speed interlibrary loan transactions, and will facilitate the development of integrated catalogs on campus. Proposals are also being made by the University Librarian to acquire the equipment necessary to perform computer searching of technical data bases on a cost-recovery basis. This will greatly improve community access to the journal and report literature of a wide range of disciplines. Also under study by the University Librarian is an inexpensive mechanized circulation system designed to speed the charging process. The implementation of such a system can be reasonably anticipated in the near future. Finally, the protection of the collection in Collier Library requires the installation of an electronic security system that provides highly effective and unobtrusive protection and eliminates the expense of a door guard. The installation of the security system could reasonably be projected to coincide with the construction of the new addition.

The library is in the process of reevaluating the allocation assumptions. The goal is the development of an allocation system that

permits the equitable distribution of scarce resources among the many fields that must be represented.

Available data demonstrate the need for an increased level of materials funding if the university is to achieve a median level among its state-supported institutional peers. When improved funding permits, the journal collection should receive priority attention. Basic titles are required in several disciplines and extensive backfiles of current subscriptions are also required. While the latter need can be met through a one-time influx of funds, the addition of large numbers of new subscriptions implies a continuing financial commitment. The monograph budget should also be increased, but a proportionately smaller budget increase should bring it in line with the median level of expenditure statewide.

Improved information service can be provided to the campus community through more effective coordination of all campus resources by the University Librarian. While other collections in the Medial Center, the Learning Resources Center, and Kilby Library have little funding for the acquisition of current materials, their collections represent a valuable complement to those of Collier Library. Closer coordination could result in improved bibliographic access, cooperation in the acquisition and storage of nonprint materials, and improved services through Collier Library's support of the technical aspects of the operation of the other centers. Given the readily apparent benefits, improved coordination should be an attainable goal.

Recommendations

The committee recommends that

1. the automated library services of Southeastern Library Network (SOLINET) be installed at the earliest possible time.

2. faculty and rank status of professional library staff members be clarified as to equivalency in professorial rank.

3. a plan for the organization, administration, and management of the various resource centers on campus be implemented under one office.

4. a standing University Library Committee be reestablished.

5. the funds budgeted for subscriptions be increased immediately.

6. the existing library be expanded to provide an adequate facility for the increased demands on Collier Library's resources anticipated in the coming decade.

7. improved access and storage of the map collection, complete with indexing, be provided in the Department of Geography.